

TIGER BOOSTER CLUB BYLAWS

ARTICLE 1 - NAME

SECTION 1.1. The name of this organization is the TIGER BOOSTER CLUB, and is referred to in these bylaws as the “BOOSTER CLUB.” Capitan Municipal Schools of Lincoln County, New Mexico includes Capitan Elementary School, Capitan Middle School, and Capitan High School and is referred to in these bylaws as “Capitan Schools.”

ARTICLE 2 - PURPOSE

SECTION 2.1. The BOOSTER CLUB is organized exclusively for charitable and educational purposes, as defined by the New Mexico Public Education Department (NMPED) Manual of Procedures for School Accounting and Budgeting Supplement 18.

SECTION 2.2. The purpose of the BOOSTER CLUB is to promote, support, and assist the Capitan Schools’ school-sponsored student activities and clubs by providing encouragement, advice, volunteer support, and financial assistance to Capitan Schools. A “school-sponsored activity or club” is defined as any student club, activity, or athletic team that is (1) recognized by the Capitan Schools administration, and (2) has an advisor, teacher, sponsor, or coach assigned to the group.

SECTION 2.3. The BOOSTER CLUB may cooperate with the other duly constituted organizations of the school and the community for the support and betterment of Capitan Schools’ school-sponsored student activities and clubs.

ARTICLE 3 - MEMBERSHIP

SECTION 3.1. BOOSTER CLUB membership is annual and shall consist of two classes of membership: Regular Members and Associate Members.

SECTION 3.1.1. Regular Members

- Shall consist of dues-paying individuals or entities interested in supporting the purpose of the BOOSTER CLUB who are willing to uphold its policies and follow the BOOSTER CLUB’s Bylaws.
- Regular Members who are in good standing (members who have paid the prescribed dues for the year) are the only members who can vote at meetings on issues affecting the BOOSTER CLUB, and the only members who can serve on the Board of Directors.

SECTION 3.1.2. Associate Members

- are the Capitan Schools' Athletic Director, the head coaches of all athletic teams, the club advisor, sponsors, or teachers of all school-sponsored clubs and activities, and any member of the teaching staff.
- Each shall be a non-paying and non-voting member of the BOOSTER CLUB.

SECTION 3.2. Membership is individual and non-transferable.

SECTION 3.3. The BOOSTER CLUB shall conduct an annual enrollment of members covering the period July 1st to June 30th each fiscal year. An individual or individuals may be admitted to membership at any time. The Board of Directors may consider discounted rates at specific times in the year.

SECTION 3.4. The Board of Directors shall set the annual dues for each membership and associated benefits.

ARTICLE 4 - ARTICLES AND ACTIVITIES

SECTION 4.1. General.

The principal governing body of the BOOSTER CLUB is the Board of Directors, which is composed of all elected officers. All members of the board shall hold a Regular Membership in the BOOSTER CLUB.

SECTION 4.2. Duties and Authority.

The activities and affairs of the BOOSTER CLUB shall be conducted and exercised by or under the direction of the Board of Directors and subject to the provisions of the laws of the State of New Mexico and any limitations in the Articles of Incorporation and the BOOSTER CLUB. The Board of Directors is responsible for conducting the necessary business of the BOOSTER CLUB during the intervals between general membership meetings and such other business as may be referred to by the membership. The Board of Directors may, by majority vote, authorize the expenditure of non-committed funds (funds from the BOOSTER CLUB' equity free and clear of any legal, regulatory or financial restrictions that prevent its use). The Board of Directors is not authorized to incur financial debt in the name of the BOOSTER CLUB.

ARTICLE 5 - ELECTED OFFICERS

SECTION 5.1. The Elected Officers of the BOOSTER CLUB are President; 1st Vice President, 2nd Vice President, Secretary, and Treasurer; and any other officers as may be selected in accordance with the provision of these Bylaws. All officers serve without pay or remuneration for their services.

SECTION 5.2. Elected officers shall assume their official duties on the first day of the fiscal year, and shall serve a one (1) year term (July 1 – June 30).

SECTION 5.3. If an office becomes vacant during the year, the President shall appoint and assign an eligible member of the BOOSTER CLUB the duties of a vacant elected office to complete the existing term. If the office of the President becomes vacant, the First Vice President shall succeed to that office until the next general meeting, at which time a special election for the office of President shall be held. If the 1st Vice President is unable to serve, the 2nd Vice President shall succeed followed by the next listed officer of the board.

ARTICLE 6 - ELECTIONS AND APPOINTMENT OF OFFICERS

SECTION 6.1. Election.

Officers are elected at the May general meeting each year.

SECTION 6.1.2. The President shall appoint and serve as chair of a Nominating Committee to develop and present a slate of candidates.

SECTION 6.1.3. At the April general meeting, the Nominating Committee presents its slate of candidates to the Board of Directors. Candidates should represent as wide a range of school activities as possible. Additional nominations may be made from the floor. An individual must consent to his or her nomination.

SECTION 6.1.4. Election for each office is by a majority vote of Regular Members present and voting at the May general meeting. Unless there is an objection, the President may request a vote for all candidates en bloc when there is only one nomination for each office, and the vote may be a verbal affirmation or a show of hands. The results are announced by the President and recorded by the Secretary.

ARTICLE 7 - MEMBERSHIP MEETING AND VOTING

SECTION. 7.1. Location of Meetings.

BOOSTER CLUB meetings shall take place at Capitan High School or in another location (or virtual means) determined by the Board of Directors.

SECTION 7.2. General Meetings.

General meetings shall take place once per quarter, or as announced by the Board of Directors, except that the President may modify or cancel meetings during months in which school is not in session or under extenuating circumstances. General meetings are to conduct ongoing business. All meetings are open sessions and meeting minutes will be publicly available on the school website or by request. All members of the Board of Directors are expected to be in attendance.

SECTION 7.2.1. The May meeting is designated as the Annual Membership meeting of the BOOSTER CLUB. At this meeting, the BOOSTER CLUB Officers may be elected to serve for their designated term, as discussed above in – Elections and Removal of Officers.

SECTION 7.3. Special Meetings.

Other meetings or events benefiting or of interest to the BOOSTER CLUB may be called for a time and place specified by the president. Special meetings shall be called by the president on his or her own motion with the approval of the Board of Directors or pursuant to a petition for such a meeting signed by one-fourth of the membership.

SECTION 7.4. Quorum.

SECTION 7.4.1. At general and special membership meetings, a quorum shall exist if four (4) voting members are present, provided a proper announcement of the meeting has been made; a quorum will be presumed unless challenged. There is no quorum requirement for committee meetings.

SECTION 7.4.2. At all meetings, each Regular Member present and in good standing is entitled to one (1) vote on each motion considered at the meeting.

SECTION 7.4.3. Unless otherwise specified, and except for amendments to the Bylaws, a simple affirmative majority is needed to carry a motion at all meetings. For reasons of timeliness, issues may be voted on electronically (e.g. emails). Such votes will be included in the minutes of the next regularly scheduled meeting of the BOOSTER CLUB.

SECTION 7.5. Notice of Meetings.

Notice of meetings shall be provided to BOOSTER CLUB members. It could be provided via email and also published online, and through other means. Notice of special meetings shall be publicly advertised and shall state the place, date, time, and purpose of the meeting. Such notice may be provided electronically and shall be provided to each member no fewer than two (2) nor more than 30 days before the date of such meeting by, or at the direction of, the person calling the meeting.

SECTION 7.6. Conduct of Meetings.

The President shall preside over meetings of the membership. In the absence of the President, unless otherwise delegated, by the 1st Vice President, or in the absence of the 1st Vice president, by the 2nd Vice President, Secretary, or Treasurer. In the absence of all of these persons, by a chair is chosen by the majority of voting members present at the meeting. Meetings should be conducted and questions decided in accordance with Roberts Rule of Order, as amended, insofar as such rules are not inconsistent, or in conflict with, the Articles of Incorporation, these Bylaws, or the provision of laws.

ARTICLE 8 - FINANCES

SECTION 8.1. All financial affairs of the Organization will be budgeted and controlled in accordance with the NMPED state statutes and the Manual of Procedures for School Accounting and Budgeting.

SECTION 8.2. The fiscal year of the BOOSTER CLUB shall begin on July 1 and end on the last day of June of each year.

SECTION 8.3. At the May BOOSTER CLUB general meeting, Associate Members and Student Representatives must submit a written annual budget request for funds from the BOOSTER CLUB for the upcoming academic year. The budget requests may detail expenses considered necessary in order to implement a quality school-sponsored club or activity. The budget request may include anticipated expenditures and may include requests for special projects that the Finance Committee or treasurer shall approve/disapprove. In addition, BOOSTER CLUB members may propose additional projects for approval by the Finance Committee. The Associate Members may bring to the BOOSTER CLUB requests for funding of unanticipated expenses as they occur over the academic year.

SECTION 8.4. A majority of the Board of Directors may authorize the Treasurer to disburse funds three times a year (after each season) or at the discretion of the Board of the Directors for all purposes and up to the amounts for those purposes in the latest budget approved by the membership.

SECTION 8.5. The Board of Directors may authorize expenditures between membership general meetings not to exceed a total of \$1,000.00 for unbudgeted requirements; these should be ratified by the membership at the next general meeting.

SECTION 8.6. The Treasurer shall maintain an account on behalf of the BOOSTER CLUB and shall deposit all funds received and disburse the funds only as authorized.

SECTION 8.7. To permit evaluating the success of fundraisers, the Treasurer will maintain complete records identifying receipts by major category of effort, such as concessions, membership, special item sales, raffles, etc.

SECTION 8.8. At each general meeting, the Treasurer will report on the current financial status. As a minimum, the report will summarize income and expenditures since the last report, any commitment of funds from anticipated liabilities or other special purposes, and the net cash on hand available for use by the BOOSTER CLUB.

SECTION 8.9. The financial records of the Treasurer shall be audited at least once each year prior to their being turned over to a new Treasurer, or to the current Treasurer if re-elected. The audit will be performed by the Audit Committee, which will report its findings to the membership along with any recommendations for improvements in recordkeeping or financial procedures.

ARTICLE 9 - AMENDMENTS AND CONFORMING RULES

SECTION 9.1. The Bylaws represent an agreement by all members on basic authority for and regulation of the BOOSTER CLUB and its functions. Operating or procedural rules in

conformance with these Bylaws may be adopted at any time by a majority vote of eligible BOOSTER CLUB members present and voting at a general meeting.

SECTION 9.2. The BOOSTER CLUB Bylaws may be amended and new Bylaws adopted by approval of a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous general meeting.

SECTION 9.3. Amendments to the Bylaws may be proposed by any Regular Member (in good standing), or by the Bylaw Committee as a result of periodic reviews.

SECTION 9.3.1. A motion to amend, properly seconded, may be offered at any general meeting as a written proposal, or as a general motion that will be later placed in writing by the Bylaw Committee.

SECTION 9.3.2. The proposed amendment is read once at that open meeting and is discussed under whatever limitations are deemed necessary by the President. A motion to further amend or modify an amendment shall be in order both at this first reading and/or when it is scheduled for a final vote. Modification to an amendment requires approval by a majority of the members present and voting.

SECTION 9.3.3. The proposed amendment, as modified, may not be finally adopted until a reading a second time at a subsequent scheduled general meeting. By unanimous consent, multiple amendments may be considered in bloc.

SECTION 9.3.4. Adopted amendments are effective immediately unless otherwise specified.

SECTION 9.4. At a minimum, the Board of Directors must ensure a revision of these Bylaws every five years.

SECTION 9.5. The Bylaws will be posted on the BOOSTER CLUB Facebook Page and the BOOSTER CLUB link on the school website. A copy of the Bylaws, or any proposed amendment to the Bylaws, will be provided to any member upon request.

SECTION 9.6. These Bylaws are in effect since 1 August.